

301.0804 RECORDS

Pursuant to the Mississippi Public Records Acts of 1983 (the "Act"), effective from and after July 1, 1983, the Board hereby adopts the following regulations and procedures with respect to such records as may be in its possession, or in the possession of any university or other institution under its jurisdiction or control, as provided for in Sections 3 and 4 of the Act. Such rules and procedures are applicable to and shall govern the inspection, copying, and/or reproduction of any public records in the possession of the Board, or any institution under its jurisdiction or control.

- A. Recipient(s) should submit a written request indicating the specific information wanted. Any response by the Board for a request for access to records will be forwarded to the requesting party within fourteen working days of the receipt of such request.
- B. Recipient(s) will be assisted by a staff member at a charge not to exceed actual costs and will be charged \$1.00 per page for making copies. Records will be available for inspection and copying only during regular working hours (8:00 a.m.-5:00 p.m.), Monday through Friday, holidays excluded.
- C. Recipient(s) will deposit a certified check, money order, or cash in escrow with the staff accountant prior to receiving material. This estimated amount must be sufficient to cover the estimated cost of the staff member's assistance and copying fees.
- D. Recipient(s) will be provided adequate space to work at no cost, if available.
- E. Recipient(s) will be provided requested documents by a staff member. In the case of academic programs documents, recipient(s) will be allowed to look at documents from no more than two programs at a time. In the case of all other Board documents, recipient(s) will be allowed to examine documents in a systematic manner to be determined by Board staff.
- F. No more than two recipient(s) per organization will be assisted at a time.
- G. Recipient(s) desiring information by mail will be charged for copying costs and staff time at the rates given in subsection B. An additional charge will be added for mailing costs.
- H. Specific policies will be on file with the Commissioner in the Board office and will be made available upon request.

Miss. Code Ann., §25-61-1 - 17, as amended.
(BT Minutes, 9/90; 1/98)